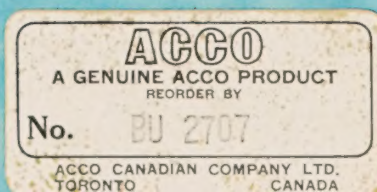


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Occupational pay rates of librarians.

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Occupational pay rates of librarians

PAY RESEARCH BUREAU

Civil Service Commission of Canada

Salary Range - Librarian Series (eff. 1/6/60)

Librarian 1 4200 - 4380 - 4560 - 4740 - 4920

Note 1

Librarian 2 5160 - 5400 - 5640 - 5880

3 5700 - 5940 - 6180 - 6420

4 6180 - 6420 - 6660 - 6900

5 6540 - 6840 - 7140 - 7500

Note 1: Positions are exempt from the provisions of Section 12 of the Civil Service Act to provide for payment at rates above the minimum of the class.



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SERIES - LIBRARIAN

Code
14 14 01

PART I - GENERAL

Functions Covered

This series relates to positions requiring the application of the principles, techniques and methods of organization of library science to cataloguing, classification, subject analysis, assignment of subject headings, reference and bibliographic work, requisitions, loans, exchanges, disposal of material; and, as required, the supervision or direction of ancillary activities such as preparing material for binding, routine ordering, recording and shelving of library material.

Exclusions and Limitations

Positions concerned mainly with the following duties are excluded:

- Maintenance of records and file material intended primarily for office and administrative use.
- Development, analysis and maintenance of diagnostic and therapeutic records of medical cases in accordance with the accepted practices of medical records library service.
- Drawing of conclusions from technical data and the establishment of scientific evidence, or scientific determination of the validity of facts established by an author. (This does not refer to the preparation of critical annotated bibliographies, as in general, the critical annotations are based on a consensus of the view of accepted authorities in the particular field or fields.)

The positions of the Administrative Head of the library services of the Department of Agriculture and of the Cataloguing and Reference Divisions of the National Library are excluded.

Definition of Terms

Library terms used in these specifications are defined as follows:

Bibliography - A list of library material pertaining to a particular author, subject or other selected category differing from a catalogue in that items listed are not necessarily located in a particular place such as a library or group of libraries; the art of describing books correctly with respect to authorship, edition, physical form, etc.; and the study of the material form of books with comparison of variation in issues and copies as a means of determining the history and transmission of texts.

Annotated Bibliography - A bibliography in which a note is added to each entry which explains, describes or evaluates the particular item.

Critical Bibliography - An annotated bibliography in which the notes evaluate or assess the quality of each item listed.

A Collection - A collection of library material assembled to serve a particular purpose and organized in accordance with the principles and accepted practices of library science.

LIBRARIAN

Definition of Terms (cont'd)

Catalogue - A list, arranged according to some definite plan, of the library material in a library or group of libraries.

Functional Area (Section) of a Library Service - Pertains to a grouping of library activities into a defined area of work such as Cataloguing, Reference, Outside Libraries, or a combination of these activities.

Library - A collection of books, periodicals, pamphlets, maps, manuscripts, microfilm or other library material assembled to serve a particular purpose, organized and operated in accordance with the principles and accepted practices of library science and providing special services that require for their performance specialized training.

Library Material - Books, periodicals, pamphlets, maps, microfilms, manuscripts, music, phonograph records, motion pictures, documents of government and other organizations and other forms of recorded knowledge.

Source Material - Fundamental authoritative material in any form, manuscript or printed, published or unpublished, used in the preparation of another work.

Description of Work Processes

Acquisition - The obtaining of library material by purchase, gifts or exchanges. The aspects of this function requiring the services of a librarian are the development of ordering procedures, determination of sources of supply, arranging for gifts and negotiating for exchanges.

Cataloguing, Classifying, Subject Analysis and Assignment of Subject Headings

Cataloguing - The making of a "main entry" or master card which identifies each book or other library item (periodicals, maps, microfilms, newspapers, phonodiscs, etc.) and describes it bibliographically and physically. To this card is added a list of other cards or "added entries" made for the same item of library material such as editor, title, series, subjects, etc. These secondary entries provide additional approaches to the particular item and relate it to other material in the library.

Classifying - The assigning of each library item to its proper place in a system of classification (Library of Congress, Dewey, Universal Decimal, etc.) so that it will stand on the shelves with similar material. To the notation indicating the classification is added a number, usually a combination of letters and figures, which identifies the particular item among other items in the same class. The classification and item number together give each piece of library material a specific location on the shelves. This function may include expanding the classification system to provide for new fields of knowledge or to meet the requirements of the particular library.

LIBRARIAN

Description of Work Processes (cont'd)

Subject Analysis and Assignment of Subject Heading - The determining of the specific subject or subjects with which each library item deals and selecting, from an authoritative source, the subject headings under which the item is to appear in the library catalogue.

Reference - The answering of requests for information at all levels of difficulty, from those requiring brief consultation of a standard reference book to those requiring extensive searches into all types of sources both within and outside the library; reviewing publications and bringing relevant material to the attention of library patrons; locating material and borrowing from other libraries; compiling bibliographies and reading lists both at the request and for the use of particular patrons, and on the library's own initiative; abstracting material; and making special indexes of publications of particular use to the library.

Selection of Library Material - Selecting items to form the initial collection of a newly established library and/or subsequent additions to the collection as new publications appear in the library's field of interest or new interests develop in the organization which the library serves. To this end searching relevant sources of information regularly and systematically for new publications to anticipate the needs of the library's users and to complete gaps in the collection; evaluation, by the use of critical reviews, items suggested by library users; determining the need for purchase in the light of knowledge of the existing collection and of the possibility of borrowing where use is likely to be brief or infrequent; initiating action to ensure prompt acquisition of items selected.

Acquisition is, of course, subject to financial limitation and beyond certain levels selection may be subject to review by departmental line officers in control of expenditure and to critical appraisal by subject specialists in the organization. If such appraisal is done by a library committee, the head librarian serves as a member, with the particular duty of presenting a co-ordinated list of all suggestions, no matter by whom made, together with critical reviews and comments where necessary.

Summary of Class Distinguishing Features

Note: These specifications outline minimum requirements only.

The classes in this series are distinguished by the Characteristic Duties and the other factors given in the Details of the Specifications.

Librarian 1 class is the beginning class of this series where the rules to be followed are clearly established and there is no supervisory responsibility for the work of other librarians.

Librarian 2 class includes (1) those positions where the rules to be followed are not explicit thereby necessitating interpretation and the exercise of judgment, and where there is no supervisory responsibility for the work of other librarians, and (2) those positions in charge of a library where the technical activities are principally those of a Librarian 1 and wherein direction of the library is a minor factor in terms of time required for this function.

Civil Service Commission
of Canada
June, 1960

(3)

LIBRARIAN

Summary of Class Distinguishing Features (cont'd)

Librarian 3 class includes (1) those positions requiring the performance of the more difficult technical library activities and (2) those positions concerned with supervision of the work of subordinate librarian classes and clerical staff within section(s) of a library system, where activities are principally those of a Librarian 2, and (3) those positions with responsibility for a complete library where the library activities are principally those of a Librarian 2 and where the work related to direction of the library is a minor factor in terms of time required for this function.

Librarian 4 class provides for positions responsible for the supervision of subordinate librarians and clerical staff and includes (1) those positions concerned with the responsibility for a complete library service where the activities of the library are those of Librarian 2 (General) and Librarian 3 (Specialist), and where the work related to the direction of the library is a significant factor in terms of time required for this function, and (2) those positions concerned with the responsibility for the work of a section(s) where the activities are those of Librarian 2 (General) and Librarian 3 (Specialist) and where, the work related to the supervision of staff is a significant factor in terms of time required for this function.

Librarian 5 class includes those positions concerned with responsibility for a complete library system where the library activities supervised are those of a Librarian 3 and where the work related to the direction of the library is a major factor in terms of time required for this function.

Note: It is recognized that as a result of increased activities in certain large libraries, that, in the future, there may be positions other than those in charge of complete library systems which will warrant allocation to this class.

SERIES - LIBRARIAN

PART II - DETAILS OF CLASS SPECIFICATIONS

LIBRARIAN 1

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles bibliographies and indexes.
- May be required to prepare material for binding.
- May be required to order, acknowledge receipt, record, shelve, and circulate library material.

Nature and Extent of Controls Over the Work

Supervisor (Librarian) provides instructions on procedures and techniques to be used and specific instructions on assignments of an unusual nature.

Work pertaining to cataloguing, classification, and assignment of subject headings is limited to material where the choice of entry and rules to be followed are clearly established, additional bibliographic information may be readily located, and the determination of finer subdivisions of classification is not required.

Searches for information are confined to those which may be obtained from standard reference aids, e.g., indexes, publishers' catalogues, directories, encyclopedias.

The preparation of bibliographies and indexes is confined to sources of information which are readily located and to limited bibliographic descriptions.

The work pertaining to the preparation of material for binding and other related duties follows clearly established practices.

Completed work is reviewed for adequacy, accuracy, adherence to instructions and results.

Nature and Extent of Controls Over Work of Others

May be required to assign and review work of subordinate staff.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library and with patrons to obtain and provide information.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 2 (GENERAL)

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles and edits bibliographies and indexes.
- Reviews current library material and brings it to the attention of library patrons.
- Arranges inter-library loans.
- Ensures that preparation of material for binding, and ordering, shelving, and circulation of library material is done according to established procedure.
- On occasion, may carry out work as described under Librarian 3 (Specialist).
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is assigned with general instructions on methods and techniques to be used.

The cataloguing, classification and assignment of subject headings relates to library material for which the choice of entry and rules to be followed are not explicit and require interpretation and exercise of judgment; additional bibliographic information is not readily available, and on occasion finer subdivisions of classification are required.

Searches for information require the selection of material from a variety of sources in addition to the use of standard reference aids.

The library material reviewed includes articles, abstracts, critical reviews, publishers' lists, etc.

Work is generally reviewed for adequacy and adherence to library policy but usually not for accuracy of technical detail.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the accuracy of work done.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; two years of experience in work as outlined for Librarian 1; ability to organize work and to prepare reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 2 (OFFICER IN CHARGE)

Characteristic Duties

- Performs work as described for Librarian 1 and in addition:
- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.
 - Determines work procedures and priorities and the type of records to be kept.
 - Reviews current library material and brings it to the attention of library patrons.
 - Arranges inter-library loans.
 - Directs or carries out the ordering, recording, shelving, circulation, and preparation for binding of library material.
 - Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed according to established rules and procedures and the choice of action is restricted to limits defined by accepted practice.

The work related to the technical activities of the library is principally as described for Librarian 1 and may include some work as described for Librarian 2 (General).

General supervision of the library, in respect to policy, management and the services provided, is exercised by a library committee of which the librarian may be a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the accuracy of the work done.

The work related to the direction of the library is a minor factor in terms of time devoted to the function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; two years of experience in work as outlined for Librarian 1; ability to organize and schedule work and to prepare reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 3 (SPECIALIST)

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles and edits annotated and critical bibliographies and index for publication.
- Carries out studies; develops and evaluates proposals related to the long range development of the library collection by means of purchases, exchanges, gifts and deposits.
- Reviews current library material and brings it to the attention of library patrons.
- Addresses groups and prepares instructions in the use of the library.
- Prepares abstracts of library material and special indexes.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is assigned with instructions only as to objectives and policy.

The cataloguing, classifying and assigning of subject headings is primarily concerned with difficult library material, e.g., old and rare books, serials and government publications presenting particular language or bibliographical problems; material dealing with new fields of knowledge; material for which special forms of cataloguing or special classification schemes have to be devised. In general, to deal with difficult material requires extensive and critical searching of sources of information, and the exercise of judgment in determining the cataloguing principles which apply, and the extent of subject analysis and the fineness of classification which are necessary.

Searches for information require the exercise of selective judgment, the searching of extensive original sources and general publications, some of which may be in foreign languages, and the use of material not generally considered to be directly related to the subject matter content of the library. Answers to enquiries are often presented in written form.

In general, work is not subject to review.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the work done.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

LIBRARIAN

A. LIBRARIAN 3 (SPECIALIST) (cont'd)

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize work and to prepare complex reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 3 (SECTION HEAD)

Characteristic Duties

Performs work as described for Librarian 2 (General), and on occasion, work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services in a functional area of a library.
- Determines work procedures and priorities and the type of records to be kept.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Functional area of work is assigned with instructions as to objectives and policy.

Direction in respect to policy, management and services provided is exercised by the librarian in charge of the library system.

Work is generally not subject to review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review work of librarian and clerical staff with responsibility for accuracy of work done and corresponding authority to make revisions or changes as required. The work assigned and reviewed will be principally as described under Librarian 2 (General).

The work related to the supervision of staff is a minor factor in terms of time required for this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and schedule work and to train and supervise staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

C. LIBRARIAN 3 (OFFICER IN CHARGE)

Characteristic Duties

Performs work as described for Librarian 2 (General) and, on occasion, work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.
- Determines work procedures and priorities and the type of records to be kept.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

Direction, in respect to policy, management and the services provided is exercised by a library committee of which the librarian is a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

May be required to train staff and organize, schedule, assign and review work of librarian and other staff with responsibility for accuracy of work done.

The work related to the direction of the library is a minor factor in terms of time devoted to this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and schedule work and to train and supervise staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 4 (OFFICER IN CHARGE)

Characteristic Duties

Performs work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and accommodations, equipment and staff requirements.
- Determines work procedures, priorities and type of records to be kept.
- Prepares plans for the systematic development of the library holdings and services.
- Prepares reports and correspondence.
- On occasion, provides technical-advisory services for library material not under the direct control of the library.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

The technical-advisory services may include the making of recommendations on organization of material, development of library holdings and services available and required, for outside libraries and book collections.

Direction, in respect to policy, management and the services provided, is exercised by a library committee of which the librarian is a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review the work of librarian and other staff with complete responsibility and corresponding authority for the performance of all library activities. The areas of work assigned will be principally as described for Librarian 2 (General) and Librarian 3 (Specialist).

The work related to the direction of the library service is a significant factor in terms of time devoted to this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; six years of library experience, four of which shall have been in work as described for Librarian 2 (General) or higher; a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and direct a complete library service and to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 4 (SECTION HEAD)

Characteristic Duties

Performs work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services in a functional area of a library.
- Determines work procedures and priorities and the type of records to be kept.
- Provides technical-advisory services for library material in outside libraries and book collections.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

Direction in respect to policy, management and services provided in the functional area is exercised by an administrative head of a library service. The work performed is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review work of librarian and other staff with responsibility for accuracy of work done and corresponding authority to make revisions or changes as required. The work assigned and reviewed will be as described for Librarian 2 (General) and Librarian 3 (Specialist).

The work related to supervision of staff is a significant factor in terms of time required for this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; six years of library experience, four of which shall have been in work as described for Librarian 2 (General) or higher; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to organize and schedule work and to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

LIBRARIAN 5 (OFFICER IN CHARGE)

Characteristic Duties

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and accommodations, equipment and staff requirements.
- Determines work procedures, priorities and type of records to be kept.
- Prepares plans for the systematic development of the library holdings and services.
- Prepares reports and correspondence.
- On occasion, carries out special projects and other senior library assignments.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

The library development work requires a thorough understanding of the functions and objectives of the organization served.

The special assignments include specific projects for senior officers including Ministers and Deputy Ministers on matters connected with library service.

Guidance in respect to policy, management, and services is provided by a library committee of which the librarian is a member or by a senior departmental officer.

The work assigned, directed or performed is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to direct the activities of other librarians with complete responsibility and corresponding authority for the performance of all library activities within the scope of the organization served. The areas of work assigned and co-ordinated will be principally as described for Librarian 3. The staff development and training programme will be directed to both librarian and other staff.

The work related to the direction of a library service is a major factor in terms of time devoted to this function. The library service may include branch libraries and "outside" book collections.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, the senior officers of the organization served, and with librarians in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library service.

LIBRARIAN

LIBRARIAN 5 (OFFICER IN CHARGE) (cont'd)

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; eight years of library experience, two of which shall have been in work related to the direction of a complete library service; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to organize, schedule, direct and co-ordinate work and to train and direct librarian and other staff; demonstrated ability of a high order to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

SERIES - LIBRARIAN

PART III - SPECIFICATIONS FOR ADVERTISING

Note: These descriptions are to be used as a guide. Modification of the duties to provide a more explicit description of a particular position being advertised is permitted, providing this departure does not depreciate its value in relation to the intent of the class specifications.

LIBRARIAN 1

Duties

Under supervision, to catalogue, classify and assign subject headings to library material where the choice of entry and rules to be followed are clearly established; to provide a ready reference service; to compile bibliographies and indexes; to prepare or supervise the preparation of material for binding; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; personal suitability; satisfactory physical condition.

A. LIBRARIAN 2 (GENERAL)

Duties

Under general supervision, to catalogue, classify and assign subject headings to library material where the choice of entry and rules to be followed are not clearly established; to perform reference work requiring the selection of information from a variety of sources; to compile and edit bibliographies and indexes; to review current library material and bring it to the attention of library patrons; to assist patrons in the use of the library; to prepare reports and correspondence; to supervise the preparation of material for binding; to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately two years of library experience subsequent to graduation; ability to perform the duties described; ability to organize and schedule work and to prepare correspondence and reports; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 2 (OFFICER IN CHARGE)

Duties

Under general supervision, to be responsible for the operation of the ----- library; to catalogue, classify and assign subject headings to library material where the choice of entry and rules to be followed are clearly established; to provide a ready reference service; to compile and edit bibliographies and indexes; to review current library material and bring it to the attention of library patrons; to assist patrons in the use of the library; to arrange for the acquisition, loan and circulation of library material and to prepare or supervise the preparation of material for binding; to prepare reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately two years of library experience subsequent to graduation; ability to perform the duties described; ability to organize and schedule work and to prepare reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

A. LIBRARIAN 3 (SPECIALIST)

Duties

Under direction, to catalogue, classify and assign subject headings to difficult library material; to perform difficult reference work where the information obtained may be presented in written form; to compile and edit annotated and critical bibliographies and indexes some of which may be for publication; to carry out studies and evaluations of proposals related to the development of library holdings; to review current library material and bring it to the attention of library patrons; to assist patrons in the use of the library; to prepare special indexes and abstracts of library material; to prepare complex reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately four years of library experience subsequent to graduation; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to perform the duties described; ability to organize work and to prepare complex reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 3 (SECTION HEAD)

Duties

Under direction, to participate in the maintenance of cataloguing, reference, bibliographic or other library services; to assign, supervise and review work performed by librarian and other staff and to make appropriate revision as required; to perform the more difficult library tasks; to review current library material and to bring it to the attention of library patrons; to assist patrons in the use of the library; to participate in the training and development of staff; to prepare reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately four years of library experience subsequent to graduation; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to perform the duties described; ability to organize and schedule work and to supervise and train both librarian and other staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

C. LIBRARIAN 3 (OFFICER IN CHARGE)

Duties

Under direction, to be responsible for the operation of the ----- library; to catalogue, classify and assign subject headings to library material where the choice of entry and rules to be followed are not clearly established; to perform reference work requiring the selection of material from a variety of sources; to compile annotated and critical bibliographies and indexes; to review current library material and bring it to the attention of library patrons; to assist patrons in the use of the library; to participate in the preparation of the library budget; to arrange for the acquisition, loan and circulation of library material; to supervise the preparation of material for binding; to prepare reports and correspondence; to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately four years of library experience subsequent to graduation; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to perform the duties described; ability to organize and schedule work and to train and supervise staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 4 (OFFICER IN CHARGE)

Duties

Under direction, to be responsible for the operation of the ----- library system; to organize and direct the complete library activities; to advise and make recommendations on matters related to library service; to perform difficult technical library work; to train and supervise librarian and other staff; as required, to carry out special assignments related to library service; to prepare comprehensive reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately six years of library experience subsequent to graduation; a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and direct a complete library service; to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

B. LIBRARIAN 4 (SECTION HEAD)

Duties

Under direction, to be responsible for the operation of the ----- Section of the ----- library system; to organize, schedule, assign and supervise the work of librarian and other staff; to perform the most difficult technical library work in the particular area of responsibility; to advise on the organization and services of outside libraries and book collections; to prepare comprehensive reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately six years of library experience subsequent to graduation; a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and schedule work and to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

LIBRARIAN 5 (OFFICER IN CHARGE)

Duties

Under general guidance to be responsible for the operation of the ----- library system; to organize and co-ordinate the complete library activities; to advise and make recommendations on matters related to library service; to organize and implement training and development programmes for library staff; as required, to carry out special assignments related to library service; to prepare comprehensive reports and correspondence; and to perform related duties.

Qualifications

A Bachelor's degree in library science in a course of recognized standing; approximately eight years of library experience subsequent to graduation, two of which shall have been in work related to the direction of a library service; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to organize, schedule, direct and co-ordinate work and to train and direct librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

revision of staff & library
staff needs to be met
a number of years
for the time
November 1961

RATES OF PAY FOR LIBRARIANS

JULY 1, 1961

Pay Research Bureau
Civil Service Commission of Canada
November, 1961.

(i)

C O N T E N T S

	Page
Part I: Sources and Methods.....	1
Part II: Survey Findings.....	4
Survey Coverage.....	4
Rates of Pay.....	6
Trend of Rates.....	8
Average Intra-Library Differentials.....	9
Rates of Pay by Region and Type of Library.....	9
Rates of Pay by Qualification and Year from BLS Graduation.....	9

TABLES

1. Survey Coverage by Type of Library and Region, Librarians General Field Surveys, December 1958 and July 1, 1961.....	5
2. Survey Coverage by Grade and Degree Held, General Field Surveys, December, 1958 and July 1, 1961....	6
3. Mean, Median and Quartile Rates for Librarians, General Field Survey, July 1, 1961.....	6
4. Mean, Median and Quartile Rates, Librarians with BLS Qualification, General Field Survey, July 1, 1961.....	8
5. Comparison of Mean and Third Quartile Rates, Librarians with BLS Qualifications, General Field Surveys, December, 1958 and July 1, 1961....	8
6. Average Intra-Library Differentials, Librarians General Field Survey, July 1, 1961.....	9
7. Mean and Third Quartile Rates by Region, All Librarians, General Field Survey, July 1, 1961.....	10
8. Mean and Third Quartile Rates by Type of Library, All Librarians, General Field Survey, July 1, 1961....	10
9. Mean, Median and Third Quartile Rates by Qualification, All Librarians, General Field Survey, July 1, 1961.....	11
10. Median, Quartile and Decile Years from BLS Graduation, by Grade, Librarians, General Field Survey, July 1, 1961.....	12
11. Mean, Median and Quartile Rates by Years from BLS Graduation, Librarians, General Field Survey, July 1, 1961.....	13

FIGURES

1. Median and Quartile Rates, Librarians, General Field Survey, July 1, 1961.....	7
2. Median and Quartile Rates, Librarians with BLS Qualification, General Field Survey, July 1, 1961.	7

(ii)

	Page
3. Mean, Median and Quartile Rates by Years from BLS Graduation, Librarians, General Field Survey, July 1, 1961.....	13
4-8. Distribution of Librarians According to Annual Rates of Pay, General Field Survey, July 1, 1961	14-16

APPENDICES

- A. List of Libraries Surveyed, July 1, 1961.....
- B. Specifications Used for the Classification Librarian
in the Civil Service of Canada.....

CONFIDENTIAL

RATES OF PAY FOR LIBRARIANS

This report is one of a series based on the General Field Survey of July 1, 1961, which covered a variety of classes in which university graduates are employed in the Civil Service.

PART I

SOURCES AND METHODS

Information in this report was obtained from fifty libraries in eight provinces. Included in the survey were public, university, provincial government, and business libraries, the sample being virtually the same as that established for the 1958 survey of the Pay Research Bureau, the results of which were set forth in the report entitled "Salaries and Working Conditions of Librarians". Those libraries from which the information in this report was obtained are listed in Appendix A.

A significant departure from the 1958 survey method was made in 1961. Whereas in 1958 survey officers made job comparisons in the field through the use of survey specifications, in 1961 no "matches" were made in the field. Survey officers were provided instead with specifications used by the Civil Service Commission for classification purposes, (See Appendix B) and were instructed to obtain, from each of the Libraries visited, organization charts and job descriptions to which information on the salaries and qualifications of individual librarians was to be cross-referenced. From the information obtained in the field, comparisons with Civil Service grades were subsequently made. In a few instances the brevity of job descriptions precluded matching.

The basic measures used to summarize the information regarding rates of pay are defined below:

- (1) Mean Rate. Sometimes referred to as the weighted average, the arithmetic mean is a calculated average, obtained by multiplying each rate by the number of employees at the rate and dividing the sum of the products by the total number of employees. The mean rate is not shown where there are fewer than five observations.

- (2) **First Quartile Rate (Q1).** In a distribution of rates arranged in descending order, the first quartile is the rate above which 75 per cent and below which 25 per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{3(n+1)}{4}$, where n is the total number of observations. The first quartile rate is not shown where there are fewer than ten observations.
- (3) **Median Rate.** In a distribution of rates arranged in descending order, the median is the rate above and below which fifty per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{n+1}{2}$. The median rate is not shown where there are fewer than ten observations.
- (4) **Third Quartile Rate (Q3).** In a distribution of rates arranged in descending order, the third quartile is the rate above which 25 per cent and below which 75 per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{n+1}{4}$. The third quartile rate is not shown where there are fewer than ten observations.

In presenting information on years from BLS graduation, two additional measures have been used:

First Decile (D1). In a distribution of observations arranged in descending order of value, the first decile is the point above which 90 per cent and below which 10 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{9(n+1)}{10}$. A first decile is not shown where there are less than ten observations.

Ninth Decile (D9). In a distribution of observations arranged in descending order of value, the ninth decile is the point above which 10 per cent and below which 90 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{n+1}{10}$. A ninth decile is not

shown where there are less than ten observations.

Still another measure, the average intra-library differential, has been used to express the average of the percentage rate differences between the basic and related grades of a particular class in individual libraries. Because of inevitable variations in coverage for different grades, the standard rate measures produced for each grade can be misleading if used as an indication of the differentials between grades. The purpose of the average intra-library differential is to provide a measure of the rate relationships between any two grades in the establishments surveyed.

The basic grade selected is the Librarian 2. This basic grade has been selected because it is important in the rate-setting procedure and is well represented in the survey coverage.

In calculating the average intra-library differentials between the basic grade and each of the remaining grades, the following steps have been taken:

1. for each library in the sample in which job "matches" were made for both the basic and related grade, the mean salary of each of the relevant grades was determined;
2. the mean salary of the related grade was then expressed as a percentage of the mean salary of the basic grade, indicating the rate differential existing between the two grades in the library;
3. a weighted average of the library differentials was then obtained, each library differential being weighted by the number of employees in the related grade in that establishment.

The rates presented in the Report, using the measures described above, relate to July 1, 1961, or the first payroll period immediately thereafter. They include cost-of-living bonuses, where applicable, but do not include other types of bonuses, isolation pay, overtime earnings, shift differentials, allowances or other fringe benefits.

PART II

SURVEY FINDINGS

Survey Coverage

Librarians were surveyed by the Pay Research Bureau in December 1958 and July 1961. In 1958, rate information was obtained for 835 librarians, 647 of whom were university graduates. Because of a change in procedure, the 1961 survey produced rates for 723 librarians, all of whom were university graduates. It should be noted that because of this change in procedure, the trend of rates reflected by the results of the 1958 and 1961 surveys can be measured only for librarians holding a Bachelor of Library Science, the degree required for classification in the library class in the Civil Service of Canada. Indications of trends based on this measurement are shown below.

In 1958, job comparisons were established for four grades of librarian. In 1961 they were extended to include the Grade 5. Rate information for all five grades are presented in the report.

Table 1 shows the survey coverage for librarians by type of library and region. The 1961 total of 723 includes 20 librarians above the Grade 5 level.

TABLE 1: Survey Coverage By Type of Library and Region,
Librarians, General Field Surveys, December 1958,
and July 1, 1961.

Type of Library	Employees 1958	Employees 1961	
		Number	%
Public.....	504	400	55.2
University.....	253	248	34.4
Provincial Govt.....	44	48	6.7
Business.....	34	27	3.7
TOTAL.....	835	723	100.0
Region			
Maritimes.....	★	37	5.1
Quebec.....	★	62	8.6
Ontario.....	★	368	51.0
Prairie Provinces.....	★	165	22.7
British Columbia.....	★	91	12.6
TOTAL.....		723	100.0

★ No regional information for 1958 is available.

Table 2, which shows coverage by grade according to type of degree held, provides an indication of the educational qualifications of survey employees for whom rate information is shown in the 1958 and 1961 reports.

TABLE 2: Survey Coverage by Grade and Degree Held,
Librarians, General Field Surveys, December
1958 and July 1, 1961.

Class and Grade	BLS		Other Degree		No Degree	
	1958	1961	1958	1961	1958	1961
Librarian 1.....	90	108	48	68	64	-
Librarian 2.....	193	187	20	52	81	-
Librarian 3.....	108	117	23	25	27	-
Librarian 4.....	102	83	13	14	12	-
Librarian 5.....	-	34	-	15	-	-

Notes of Pay

Table 3 indicates the 1961 mean, median and quartile rates by grade for all librarians covered by the Report. Figure 1 is a graphic presentation of mean, median and quartile rates. Table 4 and Figure 2 present comparable measures for librarians with BLS qualifications.

TABLE 3: Mean, Median and Quartile Rates for Librarians,
General Field Survey, July 1, 1961.

Class and Grade	Coverage		Annual Rates			
	Libraries	Employees	Mean	Q1	Median	Q3
Librarian 1.....	36	176	4244	3600	4500	4800
Librarian 2.....	34	239	4922	4500	5000	5400
Librarian 3.....	44	142	5939	5500	6000	6435
Librarian 4.....	27	97	6620	6300	6600	6900
Librarian 5.....	34	49	7854	7300	7680	8375

FIGURE 1: MEDIAN AND QUARTILE RATES, LIBRARIANS,
GENERAL FIELD SURVEY, JULY 1, 1961

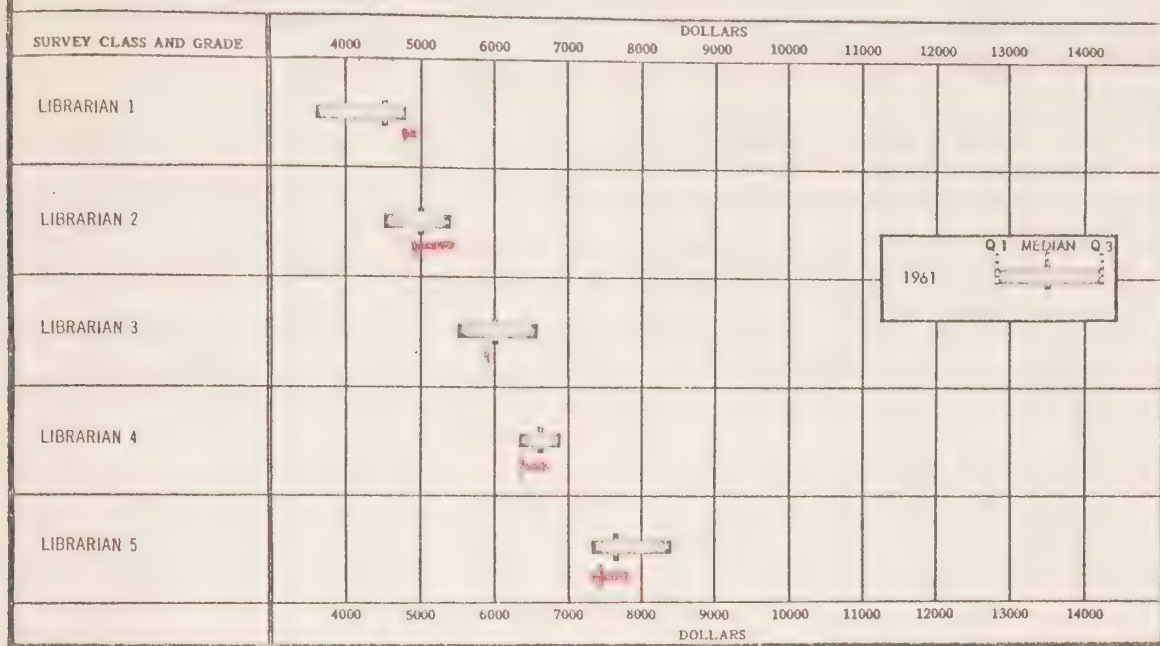


FIGURE 2: MEDIAN AND QUARTILE RATES, LIBRARIANS WITH BLS QUALIFICATIONS,
GENERAL FIELD SURVEY, JULY 1, 1961

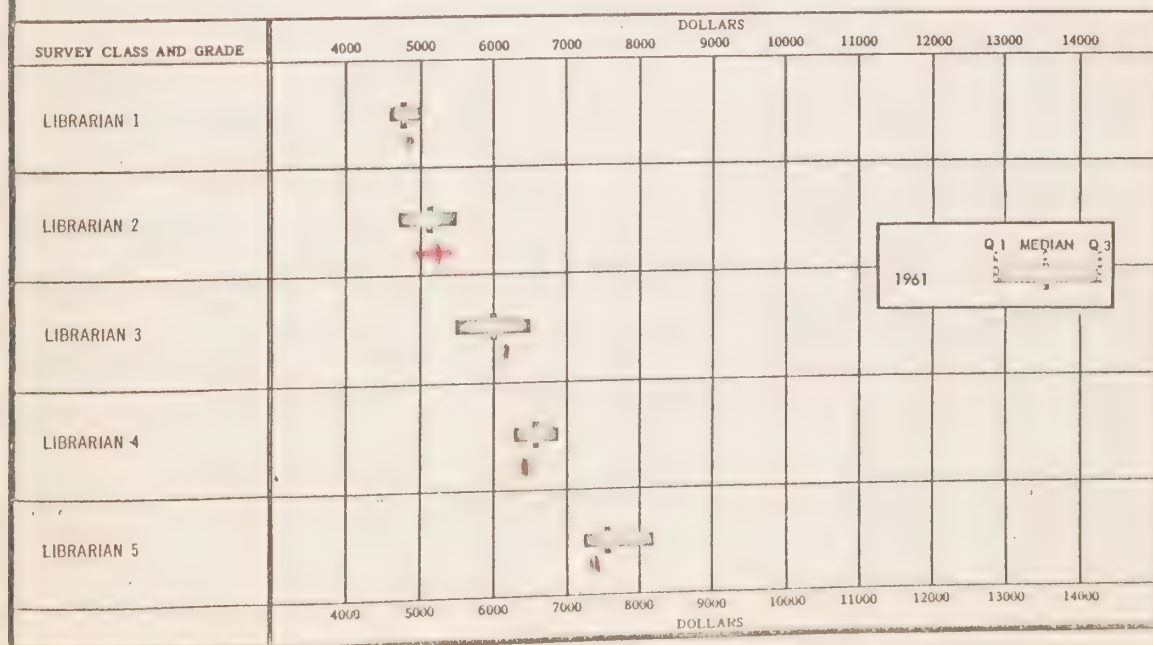


TABLE 4: Mean, Median and Quartile Rates, Librarians with BLS Qualifications, General Field Survey, July 1, 1961

Class and Grade	Coverage		Annual Rates			
	Libraries	Employees	Mean	Q1	Median	Q3
Librarian 1...	33	108	4733	4600	4800	5000
Librarian 2...	38	187	5104	4725	5076	5440
Librarian 3...	41	117	5958	5500	6000	6474
Librarian 4...	25	83	6588	6280	6570	6900
Librarian 5...	22	34	7662	7200	7574	8194

The distribution of librarians in each grade according to annual rates of pay is shown in Figures 4-8 at the end of the Report.

Trend of Rates

Table 5 shows a comparison of the 1958 and 1961 survey results in terms of the number of librarians with BLS qualifications and the mean and third quartile rates for these librarians.

TABLE 5: Comparison of Mean and Third Quartile Rates, Librarians with BLS Qualifications, General Field Survey, December 1958, and July 1, 1961

Class and Grade	No. of Employees			Mean Rates			Third Quartile Rates		
	1958	1961	1961 as % of 1958	1958	1961	1961 as % of 1958	1958	1961	1961 as % of 1958
Librarian 1....	90	108	120.0	3796	4733	124.7	4070	5000	122.9
Librarian 2....	193	187	96.9	4094	5104	124.7	4520	5440	120.4
Librarian 3....	108	117	108.3	4912	5958	121.3	5450	6474	118.8
Librarian 4....	102	83	81.4	5069	6588	130.0	5550	6900	124.3
Librarian 5....	-	34	-	-	7662	-	-	8194	-

Average Intra-Library Differentials

As indicated earlier, job comparisons for all grades of librarians could not be made in all the libraries surveyed. While this factor does not affect the reliability of the mean, median and quartile rates as measures of the level of rates prevailing for any one grade in the sample, it may affect their reliability as indicators of rate differentials between grades. It is for this reason that the intra-library differential, a measure of the rate differential existing between two grades in the libraries from which observations were obtained for both, is introduced. Table 6 presents this data for all librarians.

TABLE 6: Average Intra-Library Differentials, Librarians, General Field Survey, July 1, 1961

Class and Grade	No. of Libraries ⁽¹⁾	Average Differential (Librarian 2 = 100)
Librarian 1.....	28	84.5
Librarian 3.....	32	117.4
Librarian 4.....	20	132.2
Librarian 5.....	27	166.2

(1) Number of Libraries in which both basic and related grades were matched.

Rates of Pay by Region and Type of Library

Tables 7 and 8 present mean and third quartile rates of pay for librarians by region and type of library.

Rates of Pay by Qualification and Years from BLS Graduation

Table 9 reflects rates of pay according to type of degree held.

The median, quartile and decile years from BLS graduation for each grade of librarian for whom information concerning year of graduation was supplied are shown in Table 10.

TABLE 7: Mean and Third Quartile Rates (1) by Region, All Librarians, General Field Survey, July 1, 1961.

Class and Grade	Maritimes			Quebec			Ontario			Pr. Prov.			B. C.		
	Employees	Mean	Q 3	Employees	Mean	Q 3	Employees	Mean	Q 3	Employees	Mean	Q 3	Employees	Mean	Q 3
Librarian 1	9	3411	-	8	3975	-	105	4557	5000	50	3776	4025	4	-	-
Librarian 2	7	4574	-	32	4222	4720	107	5238	5800	40	4781	5400	38	4904	5100
Librarian 3	11	5593	5674	12	5332	5500	80	6151	6700	33	5562	6000	9	6100	-
Librarian 4	-	-	-	6	6643	-	43	6692	6900	24	5842	7229	16	6500	6708
Librarian 5	5	7278	-	2	-	-	23	7931	8600	12	7773	8248	3	-	-

TABLE 8: Mean and Third Quartile Rates (1) by Type of Library, All Librarians, General Field Survey, July 1, 1961

Class and Grade	Public			University			Provincial Govt.			Business		
	Employees	Mean	Q 3	Employees	Mean	Q 3	Employees	Mean	Q 3	Employees	Mean	Q 3
Librarian 1	92	4604	5000	69	3747	4800	7	4136	-	8	4488	-
Librarian 2	129	5150	5600	90	4745	5300	17	4142	5160	3	-	-
Librarian 3	84	6103	6700	33	5618	5963	13	5593	6300	12	6041	6420
Librarian 4	57	6576	6900	35	6612	6800	3	-	-	2	-	-
Librarian 5	26	7781	8248	13	7711	8250	8	8079	-	2	-	-

(1) No rates are shown where fewer than three libraries are represented.
Mean rates are not shown where the number of employees is less than five.
Third quartile rates are not shown where the number of employees is less than ten.

TABLE 9: Mean, Median and Third Quartile Rates by Qualification, All Librarians,
General Field Survey, July 1, 1961

Class and Grade	BLS				Other Degree			
	No. of Empl.	Mean	Median	Q 3	No. of Empl.	Mean	Median	Q3
Librarian 1.....	108	4733	4800	5000	68	3467	3480	3800
Librarian 2.....	187	5104	5076	5440	52	4269	4243	5288
Librarian 3.....	117	5958	6000	6474	25	5848	6100	6700
Librarian 4.....	83	6588	6570	6900	14	6810	6843	6925
Librarian 5.....	34	7662	7574	8194	15	8289	8165	8840

TABLE 10: Median, Quartile and Decile Years from BLS
Graduation by Grade, Librarians, General
Field Survey, July 1, 1961

Class and Grade	No. of Employees	Years from BLS				
		D1	Q1	Median	Q3	D9
Librarian 1.....	93	0.0	0.0	1.0	2.5	11.0
Librarian 2.....	166	2.0	3.0	7.0	13.0	23.0
Librarian 3.....	109	5.0	8.0	11.0	18.0	27.0
Librarian 4.....	73	7.4	10.0	15.0	24.0	30.2
Librarian 5.....	29	7.0	12.0	15.0	25.0	32.0

Table 11 and Figure 3 present mean, median and quartile rates by years from BLS graduation. As in previous reports concerning university graduates, the first ten-year period following graduation was chosen because, as a factor influencing rates of pay "years from graduation" is of greatest significance in the early years of employment. Zero years from BLS graduation has been used to designate those who received their BLS degree in 1961.

TABLE 11: Mean, Median and Quartile Rates by Years from
BLS Graduation, Librarians, General Field Survey,
July 1, 1961

Years from Graduation	No. of Employees	Annual Rates			
		Mean	Q 1	Median	Q 3
0	45	4597	4450	4600	4800
1	29	4848	4623	4900	4970
2	29	4824	4464	4990	5109
3	26	4855	4482	4775	5055
4	18	5116	4738	5138	5500
5	14	5163	4721	5070	5613
6	22	5509	4917	5350	6135
7	26	5698	4836	5420	6021
8	18	5748	5120	5600	6330
9	17	5887	5190	5350	6035

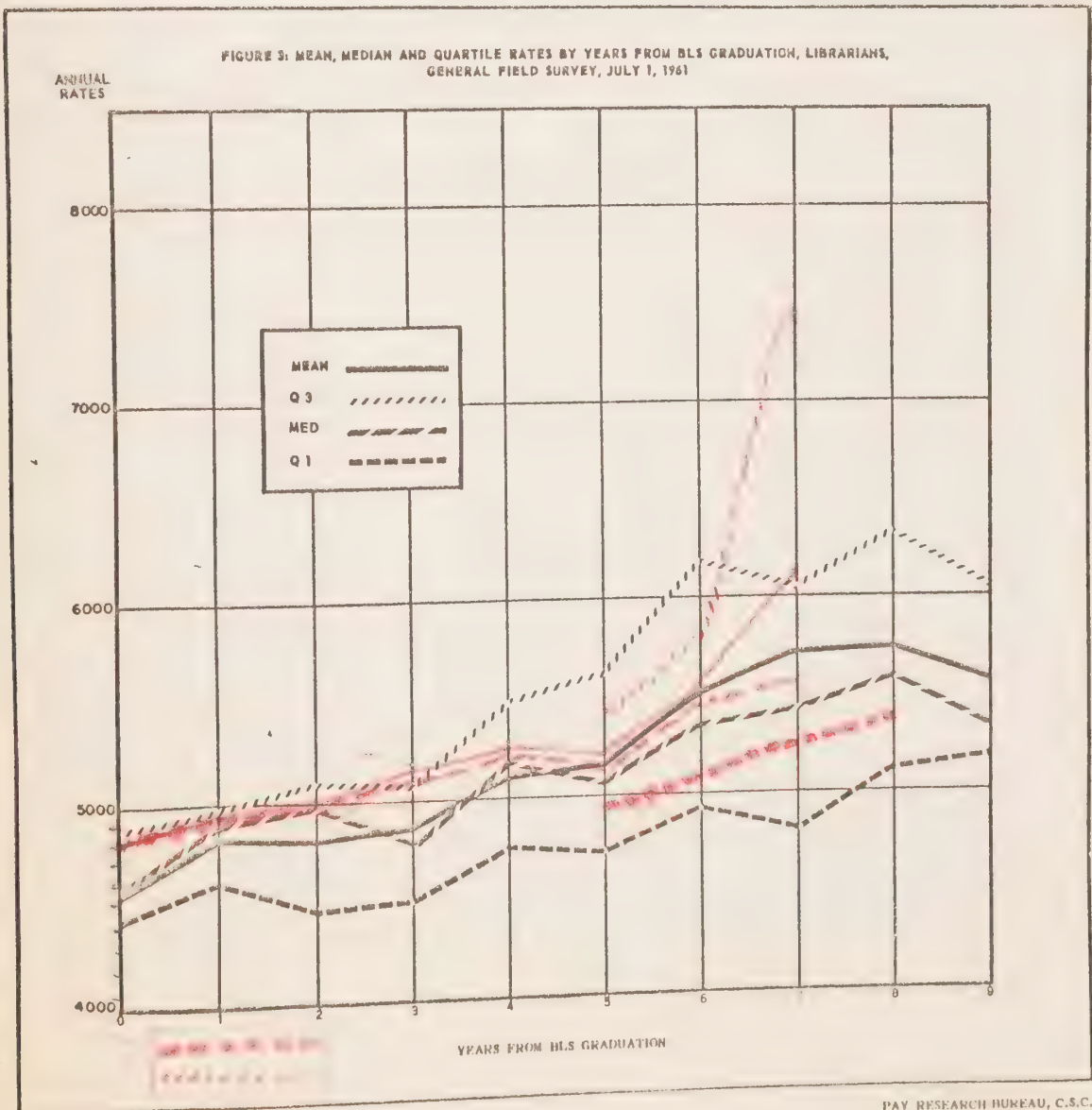


FIGURE 4: DISTRIBUTION OF LIBRARIANS 1 ACCORDING TO ANNUAL RATES OF PAY,
GENERAL FIELD SURVEY, JULY 1, 1961

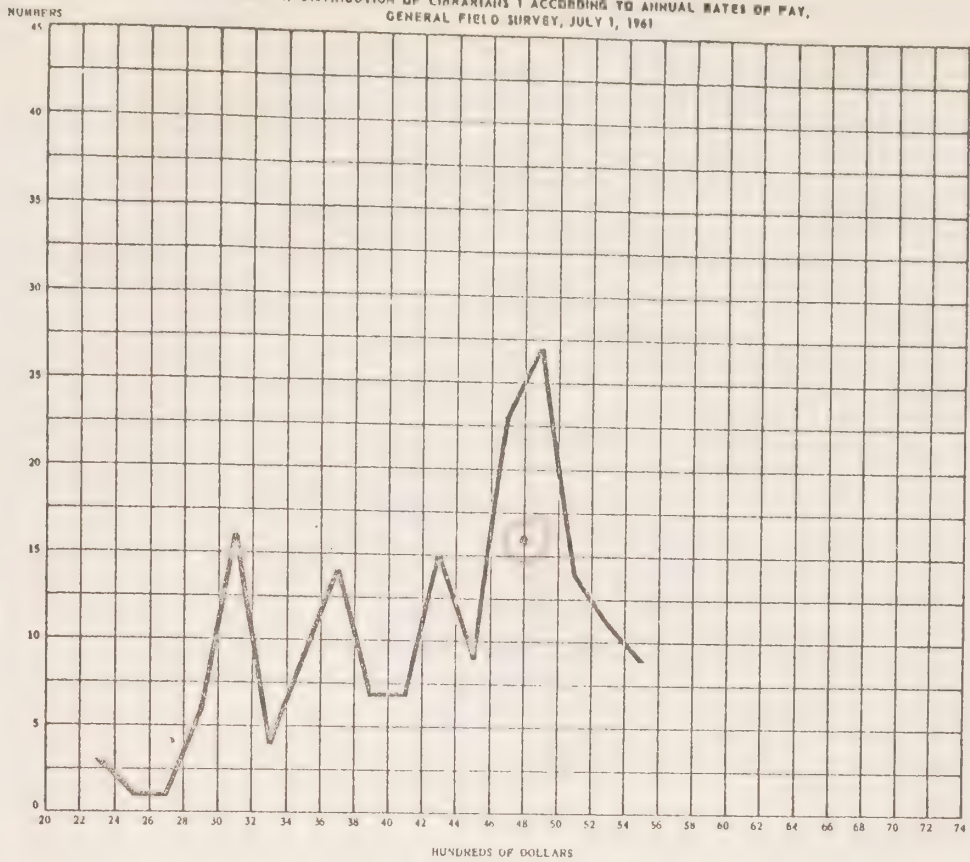


FIGURE 5: DISTRIBUTION OF LIBRARIANS 2 ACCORDING TO ANNUAL RATES OF PAY,
GENERAL FIELD SURVEY, JULY 1, 1961

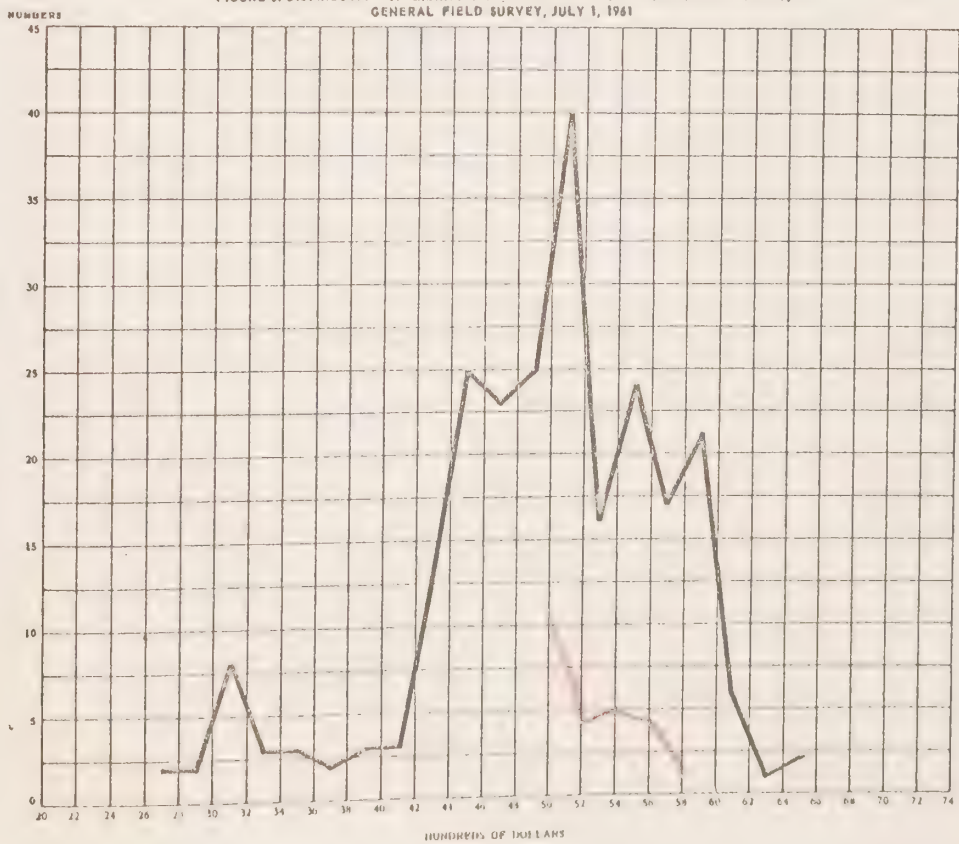


FIGURE 6: DISTRIBUTION OF LIBRARIANS 3 ACCORDING TO ANNUAL RATES OF PAY,
GENERAL FIELD SURVEY, JULY 1, 1961

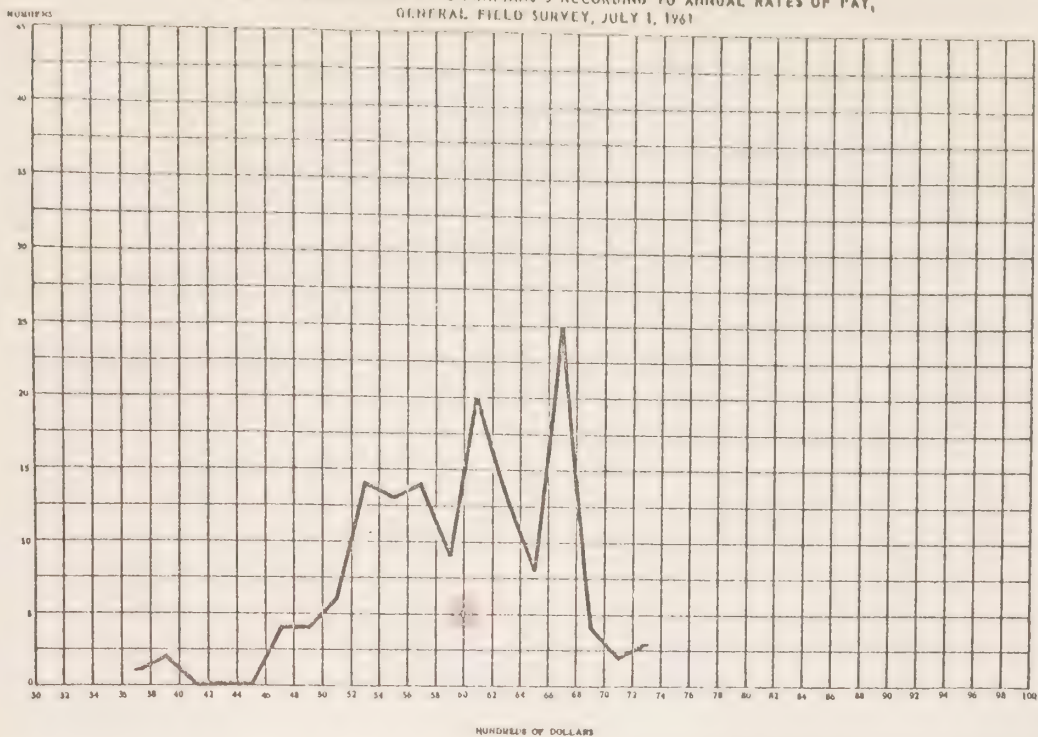


FIGURE 7: DISTRIBUTION OF LIBRARIANS 4 ACCORDING TO ANNUAL RATES OF PAY,
GENERAL FIELD SURVEY, JULY 1, 1961

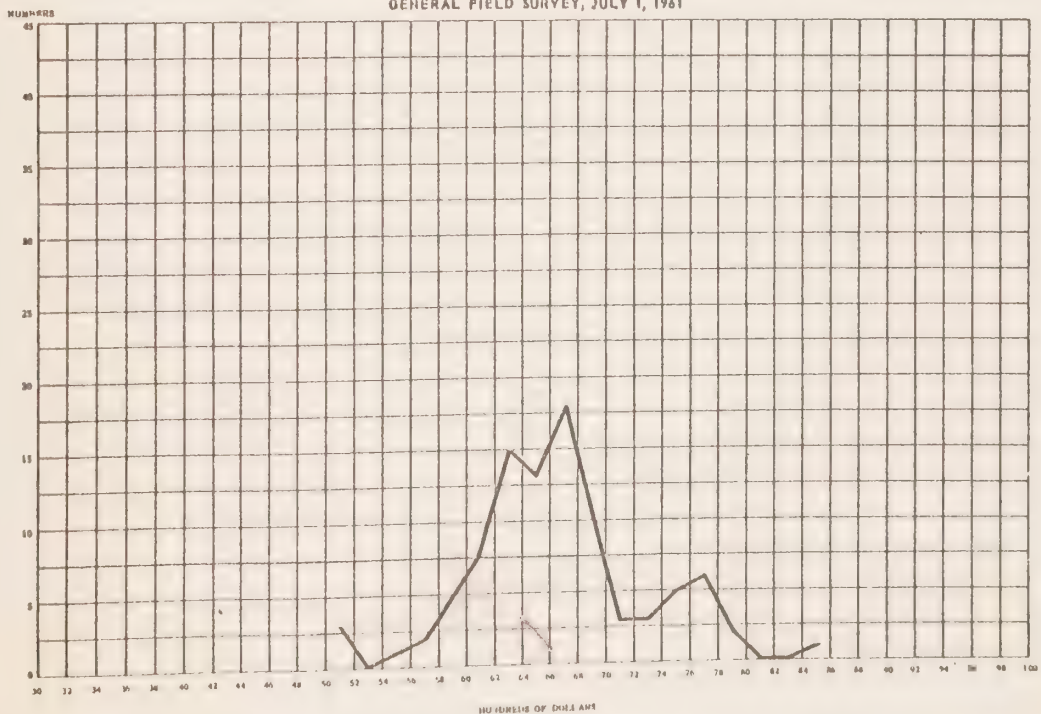
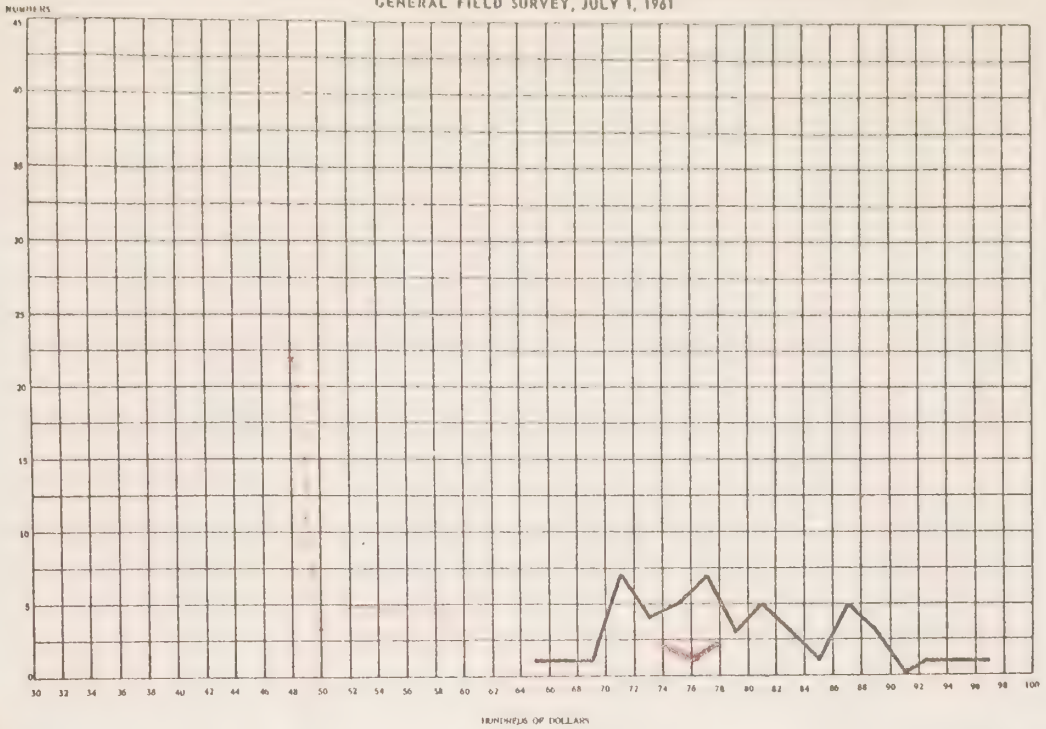


FIGURE 8: DISTRIBUTION OF LIBRARIANS 5 ACCORDING TO ANNUAL RATES OF PAY,
GENERAL FIELD SURVEY, JULY 1, 1961



PAY RESEARCH BUREAU, C.E.C.

APPENDIX A

LIST OF LIBRARIES
SURVEYED

LIST OF LIBRARIES SURVEYED

Nova Scotia:

Dalhousie University, Library, Halifax
The Halifax Memorial Library, Halifax
The Nova Scotia Provincial Library, Halifax
Nova Scotia Technical College, Library, Halifax

New Brunswick

New Brunswick Civil Service Commission Library, Fredericton
University of New Brunswick Library, Fredericton

Quebec:

The Aluminum Co. of Canada Ltd., Library, Montreal
The Bell Telephone Co. of Canada, Library, Montreal
The City of Montreal Library, Montreal
La Bibliotheque St. Sulpice, Montreal
The Engineering Institute of Canada, Library, Montreal
McGill University, Library, Montreal
The Sun Life Assurance Co. of Canada, Library, Montreal

Ontario:

The Art Gallery of Toronto, Library, Toronto
The Bank of Nova Scotia, Head Office, Library, Toronto
Carleton University Library, Ottawa
The Etobicoke Township Public Library, Toronto
The Globe & Mail, Library, Toronto
The Hamilton Public Library, Hamilton
The Imperial Oil Limited, Library, Toronto
The Law Society of Upper Canada, Library, Toronto
The Legislative Library of Ontario, Toronto
The London Public Library & Art Museum, London
McMaster University, Library, Hamilton
The North York Public Library, Toronto
The Ontario Hydro, Library, Toronto
Queen's University, Library, Kingston
The Scarborough Township Public Library, Toronto
The Toronto Public Libraries, Toronto
University of Toronto, Library, Toronto
University of Western Ontario, Library, London
The Windsor Public Libraries, Windsor
The York Township Public Library, Toronto

Manitoba:

The Legislative Library of the Province of Manitoba, Winnipeg
University of Manitoba, Library, Winnipeg
The Winnipeg Public Library, Winnipeg

Saskatchewan:

The Legislative Library of the Province of Saskatchewan, Regina
The Regina Public Library, Regina
The Saskatoon Public Library, Saskatoon
University of Saskatchewan, Library, Saskatoon

Alberta:

The Alberta Provincial Library, Edmonton,
The Calgary Public Library, Calgary
The Edmonton Public Library, Edmonton
University of Alberta, Library, Edmonton

APPENDIX A (Cont'd)

British Columbia:

B.C. Electric Co., Library, Vancouver
B.C. Medical Association Library, Vancouver
The Burnaby Public Library, Burnaby
The Provincial Library and Archives, Victoria
The Vancouver Public Library, Vancouver
The Victoria Public Library, Victoria

APPENDIX B

SPECIFICATIONS USED
FOR THE
CLASSIFICATION LIBRARIAN
IN THE
CIVIL SERVICE OF CANADA

SERIES - LIBRARIAN

SPECIFICATIONS USED FOR THE CLASSIFICATION LIBRARIAN IN THE CIVIL SERVICE OF CANADA

LIBRARIAN 1

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles bibliographies and indexes.
- May be required to prepare material for binding.
- May be required to order, acknowledge receipt, record, shelve, and circulate library material.

Nature and Extent of Controls Over the Work

Supervisor (Librarian) provides instructions on procedures and techniques to be used and specific instructions on assignments of an unusual nature.

Work pertaining to cataloguing, classification, and assignment of subject headings is limited to material where the choice of entry and rules to be followed are clearly established, additional bibliographic information may be readily located, and the determination of finer subdivisions of classification is not required.

Searches for information are confined to those which may be obtained from standard reference aids, e.g., indexes, publishers' catalogues, directories, encyclopedias.

The preparation of bibliographies and indexes is confined to sources of information which are readily located and to limited bibliographic descriptions.

The work pertaining to the preparation of material for binding and other related duties follows clearly established practices.

Completed work is reviewed for adequacy, accuracy, adherence to instructions and results.

Nature and Extent of Controls Over Work of Others

May be required to assign and review work of subordinate staff.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library and with patrons to obtain and provide information.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 2 (GENERAL)

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles and edits bibliographies and indexes.
- Reviews current library material and brings it to the attention of library patrons.
- Arranges inter-library loans.
- Ensures that preparation of material for binding, and ordering, shelving, and circulation of library material is done according to established procedure.
- On occasion, may carry out work as described under Librarian 3 (Specialist).
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is assigned with general instructions on methods and techniques to be used.

The cataloguing, classification and assignment of subject headings relates to library material for which the choice of entry and rules to be followed are not explicit and require interpretation and exercise of judgment; additional bibliographic information is not readily available, and on occasion finer subdivisions of classification are required.

Searches for information require the selection of material from a variety of sources in addition to the use of standard reference aids.

The library material reviewed includes articles, abstracts, critical reviews, publishers' lists, etc.

Work is generally reviewed for adequacy and adherence to library policy but usually not for accuracy of technical detail.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the accuracy of work done.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; two years of experience in work as outlined for Librarian 1; ability to organize work and to prepare reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 2 (OFFICER IN CHARGE)

Characteristic Duties

Performs work as described for Librarian 1 and in addition:

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.
- Determines work procedures and priorities and the type of records to be kept.
- Reviews current library material and brings it to the attention of library patrons.
- Arranges inter-library loans.
- Directs or carries out the ordering, recording, shelving, circulation, and preparation for binding of library material.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed according to established rules and procedures and the choice of action is restricted to limits defined by accepted practice.

The work related to the technical activities of the library is principally as described for Librarian 1 and may include some work as described for Librarian 2 (General).

General supervision of the library, in respect to policy, management and the services provided is exercised by a library committee of which the librarian may be a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the accuracy of the work done.

The work related to the direction of the library is a minor factor in terms of time devoted to the function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; two years of experience in work as outlined for Librarian 1; ability to organize and schedule work and to prepare reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 3 (SPECIALIST)

Characteristic Duties

- Catalogues, classifies and assigns subject headings to library material.
- Searches for information.
- Compiles and edits annotated and critical bibliographies and index for publication.
- Carries out studies, develops and evaluates proposals related to the long range development of the library collection by means of purchases, exchanges, gifts and deposits.
- Reviews current library material and brings it to the attention of library patrons.
- Addresses groups and prepares instructions in the use of the library.
- Prepares abstracts of library material and special indexes.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is assigned with instructions only as to objectives and policy.

The cataloguing, classifying and assigning of subject headings is primarily concerned with difficult library material, e.g., old and rare books, serials and government publications presenting particular language or bibliographical problems; material dealing with new fields of knowledge; material for which special forms of cataloguing or special classification schemes have to be devised. In general, to deal with difficult material requires extensive and critical searching of sources of information, and the exercise of judgment in determining the cataloguing principles which apply, and the extent of subject analysis and the fineness of classification which are necessary.

Searches for information require the exercise of selective judgment, the searching of extensive original sources and general publications, some of which may be in foreign languages, and the use of material not generally considered to be directly related to the subject matter content of the library. Answers to enquiries are often presented in written form.

In general, work is not subject to review.

Nature and Extent of Controls Over Work of Others

May be required to train and assign work to subordinate staff with responsibility for the work done.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

LIBRARIAN

A. LIBRARIAN 3 (SPECIALIST) (cont'd)

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize work and to prepare complex reports and correspondence; ability to promote interest in library service and to work co-operatively with others; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 3 (SECTION HEAD)

Characteristic Duties

- Performs work as described for Librarian 2 (General), and on occasion, work as described for Librarian 3 (Specialist) and in addition:
- Advises and makes recommendations on library services in a functional area of a library.
 - Determines work procedures and priorities and the type of records to be kept.
 - Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Functional area of work is assigned with instructions as to objectives and policy.

Direction in respect to policy, management and services provided is exercised by the librarian in charge of the library system.

Work is generally not subject to review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review work of librarian and clerical staff with responsibility for accuracy of work done and corresponding authority to make revisions or changes as required. The work assigned and reviewed will be principally as described under Librarian 2 (General).

The work related to the supervision of staff is a minor factor in terms of time required for this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and schedule work and to train and supervise staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

C. LIBRARIAN 3 (OFFICER IN CHARGE)

Characteristic Duties

- Performs work as described for Librarian 2 (General) and, on occasion, work as described for Librarian 3 (Specialist) and in addition:
- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.
 - Determines work procedures and priorities and the type of records to be kept.
 - Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

Direction, in respect to policy, management and the services provided is exercised by a library committee of which the librarian is a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

May be required to train staff and organize, schedule, assign and review work of librarian and other staff with responsibility for accuracy of work done.

The work related to the direction of the library is a minor factor in terms of time devoted to this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; four years of library experience, two of which shall have been in work as described for Librarian 2 (General); a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and schedule work and to train and supervise staff; ability to promote interest in library service and to work co-operatively with others; ability to prepare reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

A. LIBRARIAN 4 (OFFICER IN CHARGE)

Characteristic Duties

Performs work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and accommodations, equipment and staff requirements.
- Determines work procedures, priorities and type of records to be kept.
- Prepares plans for the systematic development of the library holdings and services.
- Prepares reports and correspondence.
- On occasion, provides technical-advisory services for library material not under the direct control of the library.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

The technical-advisory services may include the making of recommendations on organization of material, development of library holdings and services available and required, for outside libraries and book collections.

Direction, in respect to policy, management and the services provided, is exercised by a library committee of which the librarian is a member, or by a senior departmental line officer.

The work is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review the work of librarian and other staff with complete responsibility and corresponding authority for the performance of all library activities. The areas of work assigned will be principally as described for Librarian 2 (General) and Librarian 3 (Specialist).

The work related to the direction of the library service is a significant factor in terms of time devoted to this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; six years of library experience, four of which shall have been in work as described for Librarian 2 (General) or higher; a knowledge, pertinent to the duties, of the principles and practices of library service; ability to organize and direct a complete library service and to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

B. LIBRARIAN 4 (SECTION HEAD)

Characteristic Duties

Performs work as described for Librarian 3 (Specialist) and in addition:

- Advises and makes recommendations on library services in a functional area of a library.
- Determines work procedures and priorities and the type of records to be kept.
- Provides technical-advisory services for library material in outside libraries and book collections.
- Prepares reports and correspondence.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

Direction in respect to policy, management and services provided in the functional area is exercised by an administrative head of a library service. The work performed is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to train staff and to organize, schedule, assign and review work of librarian and other staff with responsibility for accuracy of work done and corresponding authority to make revisions or changes as required. The work assigned and reviewed will be as described for Librarian 2 (General) and Librarian 3 (Specialist).

The work related to supervision of staff is a significant factor in terms of time required for this function.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information. May be required to represent the organization served at meetings or conferences concerned with library services.

Qualification Requirements

A Bachelor's degree in library science in a course of recognized standing; six years of library experience, four of which shall have been in work as described for Librarian 2 (General) or higher; a knowledge, pertinent to the duties, of the principles and practices of library service; demonstrated ability to organize and schedule work and to train and supervise librarian and other staff; demonstrated ability to promote interest in library service and to work co-operatively with others; ability to prepare comprehensive reports and correspondence; personal suitability; satisfactory physical condition.

LIBRARIAN

LIBRARIAN 5 (OFFICER IN CHARGE)

Characteristic Duties

- Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and accommodations, equipment and staff requirements.
- Determines work procedures, priorities and type of records to be kept.
- Prepares plans for the systematic development of the library holdings and services.
- Prepares reports and correspondence.
- On occasion, carries out special projects and other senior library assignments.

Nature and Extent of Controls Over the Work

Work is performed in accordance with the requirements and objectives of the organization served.

The library development work requires a thorough understanding of the functions and objectives of the organization served.

The special assignments include specific projects for senior officers including Ministers and Deputy Ministers on matters connected with library service.

Guidance in respect to policy, management, and services is provided by a library committee of which the librarian is a member or by a senior departmental officer.

The work assigned, directed or performed is not subject to technical review.

Nature and Extent of Controls Over Work of Others

Is required to direct the activities of other librarians with complete responsibility and corresponding authority for the performance of all library activities within the scope of the organization served. The areas of work assigned and co-ordinated will be principally as described for Librarian 3. The staff development and training programme will be directed to both librarian and other staff.

The work related to the direction of a library service is a major factor in terms of time devoted to this function. The library service may include branch libraries and "outside" book collections.

Nature and Purpose of Contacts

Establishes and maintains co-operative working relationships within the library, the senior officers of the organization served, and with librarians in other libraries to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library service.

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